

~~CONFIDENTIAL~~  
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : CLASSIFICATION &amp; WAGE DIVISION

DATE: 21 August 1953

25X1A9a

Attn: [REDACTED]

FROM : Personnel Officer, TSS

SUBJECT: Reclassification of Position BY 242, Clerk (Steno), TSS [REDACTED]

25X1A

1. Attached is a statement of the duties performed by the incumbent of the above mentioned position.

25X1A

2. The Chief, TSS [REDACTED] states that subject is performing multiple duties in excess of those required of a GS-4.

3. It is requested that the position be re-evaluated by Classification & Wage Division as soon as possible to determine whether it should be up-graded to a GS-5.

25X1A

[REDACTED]  
Personnel Officer, TSS

RWM:TGC:ah

Attachment:  
Statement of dutiesDistribution:  
Orig and 2 - Addressee  
1 - TSS, [REDACTED]  
2 - TSS/Pers.

25X1A